

## Department of Finance and Administration

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**TO: Agency Accounting Directors**

**FROM: Leila Malatesta, Director  
Office of Fiscal Management**

**Cille Litchfield, CSIO  
Mississippi Management and Reporting System**

**DATE: September 24, 2008**

**SUBJECT: Rollout of PayMode e-Invoice Module**

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Effective December 1, 2008, the Department of Finance and Administration (DFA) is implementing the full rollout of the e-Invoice module of PayMode. As of this date, state agencies will be required to:

- Use PayMode e-Invoicing to receive electronic invoices from all vendors activated in the PayMode e-Invoice module. Click on the following link to [e-Invoicing Active Vendors](#) or view the list on the MMRS web site on the PayMode page.
- Use the SAAS Electronic Voucher (EV) document generated from an electronic invoice to pay vendors activated for e-Invoice in PayMode. The Office of Fiscal Management, Bureau of Financial Control (OFM/BFC) will not accept paper invoices from agencies for these vendors.
- Complete new PayMode security forms for staff that need but have not already requested access to PayMode e-Invoicing. PayMode security forms and procedures are located on the MMRS website at [www.mmrs.ms.us](http://www.mmrs.ms.us) on the PayMode page. PayMode Security forms have been revised and include authorization to access PayMode e-Payments. Look for these forms:

#2055 PayMode e-Payment and e-Invoice Management Agency  
Maintenance Form

#2057 PayMode e-Payment and e-Invoice Management User Profile  
Maintenance Form

Training classes for PayMode Electronic Invoice Processing Training and PayMode-SAAS Electronic Voucher (EV) Document Processing are offered by DFA/MMRS. View the training schedule and register for these training classes in MELMS by accessing the Access Channel for Employees (ACE) at <https://www.ms.gov/dfa/ace/W2EFTDispatcher>.

If you need assistance, please contact the MMRS Call Center at 601-359-1343 or at [MASH@dfa.state.ms.us](mailto:MASH@dfa.state.ms.us).